



GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

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March 28, 2007

To: HIGH TECHNOLOGY THEFT APPREHENSION AND PROSECUTION PROGRAM
IDENTITY THEFT UNIT PROJECT DIRECTORS

Re: Fiscal Year (FY) 2007/2008 REQUEST FOR APPLICATION (RFA)

The Governor's Office of Emergency Services is pleased to announce the release of the High Technology Identity Theft Program (HD) Program Request for Application. This funding opportunity is available to currently funded California High Technology Identity Theft Units including the County of Los Angeles, Sheriff's Department; County of Marin, Office of the District Attorney; County of Sacramento, Sheriff's Department; County of San Diego; Office of the District Attorney; and County of Santa Clara, Office of the District Attorney.

It is anticipated that five regional Identity Theft Units will be allocated \$ 561,903 each for the 12-month grant period July 1, 2007 through June 30, 2008. All projects are required to include a 25 percent match on funds allocated (\$140,476) for a total project budget of \$702,379. Continuation of funding is contingent upon the passage of the State Budget Act, successful project performance and compliance of the grant award agreement. OES does not have the authority to disburse any funds until the budget is passed and the Grant Award Agreement is fully executed.

Please note the deadline for submission of Identity Theft Program applications is Friday, May 11, 2007. All proposals must be **postmarked by Friday, May 11, 2007, or hand delivered to this office by 5:00 p.m. on the same day to:**

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: **HTTAP, Identity Theft Units - Crime Suppression Section**

Should you have any questions regarding this program or the application, please contact Sally Hencken, High Tech Crimes Program Specialist, Crime Suppression Section, at 916-322-0217.

Sincerely,

JOHN ISAACSON, Chief
Crime Suppression Section

**GOVERNOR’S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**HIGH TECHNOLOGY THEFT APPREHENSION AND PROSECUTION PROGRAM
IDENTITY THEFT UNITS
REQUEST FOR APPLICATION**

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**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**HIGH TECHNOLOGY THEFT APPREHENSION AND PROSECUTION PROGRAM
IDENTITY THEFT UNITS
REQUEST FOR APPLICATION**

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website www.oes.ca.gov by selecting "Recipient Handbook Appendices and Forms."

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax, or e-mail.

Sally Hencken, Program Specialist
Phone: (916) 322-0217
Fax: (916) 323-1756
E-mail: sally.hencken@oes.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by Friday, May 11, 2007**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: HTTAP, Identity Theft Units – Crime Suppression Section

2. Hand delivered by **5:00 p.m. on Friday, May 11, 2007** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: HTTAP, Identity Theft Units – Crime Suppression Section

D. ELIGIBILITY

The following previously funded five administering agencies of the High Technology Theft Apprehension and Prosecution Program (Identity Theft Units) are eligible to submit an application to receive continuation of funding for fiscal year 2007-08 from the High Technology Theft Apprehension and Prosecution (HTTAP) Program:

- **Los Angeles County**, Sheriff's Department on behalf of the Southern California High Technology Task Force (SCHTTF).
- **Marin County**, Office of the District Attorney on behalf of the Northern California Computer Crimes Task Force (NC3TF).
- **Sacramento County**, Sheriff's Department on behalf of the Sacramento Valley High Technology Task Force (SVHTTF).
- **San Diego County**, Office of the District Attorney on behalf of the Computer and Technology Crime High-Tech. Response Team (CATCH).
- **Santa Clara County**, Office of the District Attorney on behalf of the Rapid Enforcement Allied Computer Team (REACT).

Each identity theft unit that has been awarded funds authorized under the HTTAP Program during the previous grant-funding cycle, upon reapplication for funds to the High Tech Crime Advisory Committee in each successive year, shall submit detailed accounting with defining criteria to include, but not be limited to the following outlined items:

- The funds received and expended in the prior year.
- The use, to which those funds were put, including payment of salaries and expenses, purchases of equipment and supplies, and other expenditures by type.
- The number of identity theft crime cases filed in the prior year.
- The number of identity theft crime cases investigated in the prior year.
- The number of arrests and convictions that were a result of the HTTAP funds.
- The number of victims involved in the cases filed.
- The total aggregate monetary loss suffered by the victims, including individuals, associations, institutions, or corporations, as a result of the identity theft crime cases filed, and those under active investigation by that identity theft unit.

In order to qualify for funds, a regional identity theft unit shall be comprised of local law enforcement and prosecutors from at least two counties. At the time of funding, the proposed identity theft unit shall also have at least one investigator assigned to it from a state law enforcement agency. Each identity theft unit shall be directed by a local steering committee composed of representatives of participating agencies, affiliated professional organizations, and community representatives. The high tech task force steering committee may provide advice, recommendations, and strategic planning to both the identity theft unit and the high tech task force.

E. FUNDS

The funding cycle for this award will be for 12 months starting on July 1, 2007 and ending June 30, 2008. OES anticipates that a total of \$561,903 will be available for this twelve (12) month grant award period.

1. Source of Funds

Funding for the High Technology Theft Apprehension and Prosecution Program, Identity Theft Unit Projects is derived from state general funds, transferred to the High Technology Theft Apprehension and Prosecution Program Trust Fund.

2. Match Requirement

There is a 25 percent cash or in-kind match for this program based on funds allocated to the project. Please refer to the *2006 Recipient Handbook*¹ § 6500 for further match information.

F. PROGRAM INFORMATION

The purpose of this RFA is to provide funding to operate High Technology Identity Theft Units in conjunction with the California High Technology Crimes Task Force. The Identity Theft Units will allow for dedicated and specifically trained personnel to investigate and prosecute identity theft crimes. The investigations/prosecutions may include Internet tracing and detailed computer forensics, conducting identity theft “sting” operations, and shutting down fraudulent document printers employed as paper mills, as well as following traditional paper trails.

To ensure program continuity and effectiveness, each ID Theft Unit should work toward identifying crime patterns, gathering and analyzing information to determine the key individuals responsible, and work with local, state and federal law enforcement to identify organized identity theft operations in the various California counties served by the regional identity theft unit. Whenever feasible, each unit should build and prosecute cases in coordination with other regional task forces/ID theft units of local, state, and federal agencies. To the extent possible, each of the regional task force operations will seek the involvement of state and federal law enforcement agencies. These may include but are not limited to the California Department of Justice, California Highway Patrol, Department of Motor Vehicles, California Department of Consumer Affairs, the Federal Bureau of Investigation, Secret Service, Internal Revenue Service, U.S. Customs, U.S. Postal Service, and the Immigration and Naturalization Service.

1. State Mandated Program Requirements:

In order to qualify for the receipt of funds, each regional identity theft unit submitting an application shall address the following requirements:

- a. The submitted application shall set forth, in detail, a proposed use of the funds.
- b. The regional identity theft unit shall be devoted to the investigation and prosecution of identity theft related crimes.
- c. The regional identity theft unit shall be comprised of law enforcement and prosecutors from at least two counties and also have a minimum of one state law enforcement investigator. The identity theft unit will be supervised, at a minimum, by a Sergeant or equivalent level supervisory staff.

¹ 2007 Recipient Handbook, if published, will be controlling document.

- d. Each investigator, at a minimum, shall attend High Tech Identity Theft Investigator training as soon as possible following assignment to the unit if not previously certified as a trained Identity Theft Investigator.
- e. The regional task force steering committee required for each high tech task force under the HTTAP shall incorporate consideration of the regional identity theft unit in its advice, recommendations, and strategic planning. The steering committee shall be comprised of representatives of participating agencies, affiliated professional organizations and other associated interested parties.
- f. Each regional identity theft unit shall submit the established protocols for participating law enforcement agencies to follow when handling identity theft cases and victims.
- g. The project director for the identity theft unit may be the same individual designated as the project director of the regional high tech task force; however, the project manager with day-to-day responsibilities will be a separately named individual for the I.D. unit than is identified in the high tech task force under the HTTAP Program. Additionally, if the project director is a grant-funded position, appropriate functional time sheets and percentages must be clearly designated and accounted for with each specific grant.
- h. Identity Theft Units that have been awarded funds authorized under the High Technology Theft Apprehension and Prosecution (HTTAP) Program during the previous grant-funding cycle shall include in the reapplication, a narrative which details the accounting of funds received and expended in the prior grant period. At a minimum, the accounting information from the previous cycle shall include:
 - 1) The amount of funds received and expended.
 - 2) The use to which those funds were expended, including payment of salaries and benefits, purchase of equipment and supplies, and other expenditures by type.
 - 3) The number of filed complaints, investigations, arrests, and convictions that resulted from the expenditure of the funds.
 - 4) In accordance with California Penal Code § 13848.4(c), a statewide High Tech Crime Intelligence Database has been developed and deployed for use by grantees of the High Technology Theft Apprehension and Prosecution Program. All HTTAP funded projects will input intelligence information into the California State Intelligence Index (CSII) and utilize the California Department of Justice (DOJ) JRIES web portal and GROOVE software collaboration tool for information exchange. Information will be entered into the database on an ongoing basis.
 - 5) Each regional identity theft unit will provide end-user representatives with sufficient working knowledge and authority to attend and participate in the quarterly High Technology Crime Intelligence Ad Hoc Database Sub-committee meetings and High Tech. Crime Advisory Committee meetings on an as-needed basis.

2. Administrative Requirements:

- a. *2006 Recipient Handbook.*

The Recipient Handbook contains administrative information and requirements necessary to implement the project. Projects must administer grants in accordance with the Recipient Handbook requirements in effect at the time of grant award agreement. Failure to comply with these requirements can result in the withholding or termination of the grant award. The most current edition of *the 2006 Recipient Handbook* can be located at <http://www.oes.ca.gov>

b. Memorandums of Understanding and Operational Agreements.

PLEASE SUBMIT OAs or MOUs for the following time periods; effective 2007 to 2010.

Due to the nature of multi-jurisdictional task forces, memorandums of understandings (MOUs) or operational agreements (OAs) are required. All applicants must submit current MOUs/OAs with their FY2007/08 application. MOUs/OAs must be dated and contain the original signatures, titles and agency names, and contact information for both parties. They must demonstrate a formal system of networking and coordination with other agencies and the project. Those submitted with the application must show to be effective for the proposed grant period.

Once the applicant is in grant award agreement, the addition or deletion of an agency from an identity theft unit alters the organization and activities of an identity theft unit as a whole and requires a modification to the grant award agreement. The grantee must submit a Grant Award Modification Form 223, and attach the MOU/OA or documents that support the dissolution of the previously entered MOU/OA, and amended project narrative or an addendum to the project narrative. If the new agency will have operating or equipment expenses attributed to it, or if the removed agency had operating or equipment expenses attributed to it, an updated budget narrative and updated budget pages must also be submitted.

c. Progress Reports and Data Collection.

Funded projects are required to participate in data collection and to submit reports required by the program. A 90-day status report detailing the activities during the implementation period is required for any projects in which this is the first year of grant funding under the HTTAP Program. The 90-day status report is waived for all projects that have previously received HTTAP funding and are continuing their project. Additionally, all projects will submit a six-month progress report covering the first six months, and a final progress report, which covers the entire 12-month period. Progress reports are due 30 days after the end of each reporting period.

d. Asset Seizure and Forfeiture Reporting.

Projects receiving any grant-related funds are required to report project income. All projects will submit a Project Income Report on a quarterly schedule only when income was obtained within the reporting period. Project income is defined as any income resulting from grant-related activities and may be utilized to meet the grant match requirements. Asset forfeiture is included as project income, which could occur under the authorization of Penal Code §502.01. When a court case involving an asset seizure is completed, the forfeitures will be reported quarterly on the Project Income Reporting Transmittal (Form 234) as project income. Only the portion of funds forfeited and directly returned to the grantee will be reported on the Project Income Reporting Transmittal Form. Forfeitures do

not become part of the grant award amount, but they can be documented as part of the project's match.

According to guidelines, asset forfeiture funds are only to be expended in the following order:

1. Furtherance of grant activity,
2. Any criminal justice activity,
3. Returned to OES.

OES leaves this decision at the local level; however, additional justification must be provided if selecting other than the first priority.

Note: All forfeitures must also be reported in Progress Reports.

FORFEITED ASSETS THAT BECOME PROJECT INCOME WILL NOT BE DEDUCTED FROM THE ORIGINAL GRANT AWARD AMOUNT.

e. Funding Authorization.

At the time of funding, each regional identity theft unit is required to obtain written authorization from the city council/governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand.

f. Property Accountability.

At a minimum, accountability, maintenance, loss/replacement, and transfer of equipment purchased through grant funds will be as outlined in §2350-2380 of the Recipient Handbook. Implementing agencies should address the disposition of equipment in MOU/OA's if equipment is purchased jointly.

g. Confidential Funds.

Confidential fund expenditures are costs that will be incurred by law enforcement agencies using grant personnel working in an undercover or other investigative capacity. It may include the purchase of information, physical evidence (e.g., stolen high technology hardware or counterfeit software), or services. Confidential funds expenditures are only allowable for grants to state or local law enforcement agencies. All confidential funds must be expended within the grant award period or reallocated via a modification request prior to conclusion of the grant award period.

Confidential funds are those monies allocated to the purchase of services (P/S), purchase of evidence (P/E), and purchase of specific information (P/I). These funds should only be allocated when:

- 1) The particular merits of a program/investigation warrant the expenditure of these funds.
- 2) Requesting agencies are unable to obtain these funds from other sources.

Confidential funds are subject to prior approval. Such approval will be based on a finding that they are a reasonable and necessary element of project operations. In this regard, the

approving agency must also ensure that the controls over disbursement of confidential funds are adequate to safeguard against the misuse of such funds.

Confidential Funds Certification - A signed certification that the project director has read, understands, and agrees to abide by these provisions is required from all projects that are involved with confidential funds from either Federal or matching funds. The signed certification must be submitted at the time of the grant application.

h. Source Documents.

Applicants are reminded that source documentation must be maintained for 3 years from the conclusion of the grant award period.

3. Program Goals:

The applicant shall address and provide expected projections for each of the following minimum goals established for the HTTAP Program – Identity Theft Unit Projects:

- a. To investigate, apprehend, and prosecute criminal organizations, networks, and groups of individuals engaged in identity theft violations to include, but not limited to, Penal Code §470a, 470b, 472, 475, 476, 484e, 484f, 484g, 484i, 529 subdivision 3, 529a, 529.5, 530, 530.5, 532, 532a, and 532.2. Investigations may require coordination between regional identity theft units and local, state, federal, and international law enforcement agencies.
- b. To train prosecutors, law enforcement officers, and investigators within the regional multi-county areas covered by each identity theft unit via POST developed and certified curricula. Training may be directed at other California law enforcement officers, investigators, or local prosecutors for the identification and subsequent handling of suspected identity theft crimes.
- c. To conduct training of public and private individuals, groups, and businesses external to the identity theft unit personnel. Providing public awareness and education toward the purpose of identifying potential identity theft threats and ways to avoid becoming a victim through external training, presentations, or media.
- d. Each regional identity theft unit shall receive advice, recommendations, and strategic input from the local steering committee established by the task force/identity theft unit and composed of representatives of participating agencies, affiliated professional organizations, other associated interested parties, and may include members of the local high technology industry. The steering committee shall, at a minimum, meet quarterly to review identity theft unit activities, and provide advice and direction for identity theft unit consideration. **Please provide a current roster of the steering committee membership and include in the application.**
- e. All HTTAP funded grantees will input intelligence information into the statewide database to aid in developing and distributing high technology and identity theft intelligence information to participating agencies. Information will be entered into the statewide database on an ongoing basis.

4. Source Documentation

The applicant, when approved for funding, is required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements as they pertain to the objectives outlined in the grant award agreement. Information includes, but is not limited to the following:

- The number of identity theft crime cases filed. (Defined as the number of defendants charged with an identity theft crime case.)
- The number of identity theft crime cases investigated. (Defined as the number of defendants investigated for committing identity theft crimes.)
- The number of victims involved in the cases filed. (Counting each victim once whether victimized once or multiple times by the suspect in the individual case.)
- Number of arrests. (Defined as number of suspects arrested.)
- The number of convictions obtained. (Defined as a defendant(s) in one case convicted of one or more charges. If more than one defendant on one case, each defendant that is convicted will be reported.)
- The total aggregate monetary loss suffered by the victims, (from the cases filed) including individuals, associations, institutions, corporations, and other relevant public entities, according to the number of cases filed, investigations, prosecutions, and convictions obtained as a result of the identity theft crime cases filed and those under active investigation.
- The amount of funds received and expended; and
- The use to which those funds were put, including payment of salaries and expenses, purchase of equipment and supplies, and other expenditures by type.

Grant-related case files and an automated record tracking system should be maintained at the location where the grant activities occur.

Projects must have on file written job-specific descriptions for all positions funded by a grant (§2120 *Recipient Handbook*). These job descriptions must detail specific grant-related project activities, e.g., project staff, investigator, prosecutor, forensic computer analysis, etc. Where applicable, job descriptions will also include a statement addressing what position will be responsible for tracking project activities and maintenance of source documentation that supports data reported on progress reports.

5. Mandated Program Reports

OES is obliged to ensure that funds received in support of this program are used effectively and efficiently. In order to receive funding under this state authorized program, State and local participants who received HTTAP funds must collect and maintain statistics to be used in the OES semi-annual progress report, the final progress report, and the Annual Report of the High Tech Crime Advisory Committee.

In addition to the above progress reports, all grant recipients are required to provide quarterly reports, via the OES High Tech Crime Program Specialist, to the High Tech Crime Advisory Committee for each fiscal year of funding.

- High Technology Crime Advisory Committee (HTCAC) Quarterly Report Form: Report to be completed and e-mailed to the High Tech Crime Grant Specialist as directed to ensure

distribution to members of the HTCAC and HTTAP Program project directors 15 days prior to the next scheduled HTCAC meeting. Report will cover three months of operation:

July/August/September – Due October 31, 2007

Oct/Nov/Dec – Due Jan 31, 2008

Jan/Feb/March – Due April 30, 2008

April/May/June – Due July 31, 2008

- HTCAC Annual Report Form: Report to be completed and e-mailed to the High Tech Crime Grant Specialist as directed to ensure distribution to members of the HTCAC and HTTAP Program project directors 15 days prior to the next scheduled HTCAC meeting. Report will cover the twelve-months of operation for fiscal year 2007-08 funding:
- July 1, 2007 through June 30, 2008 - Due July 31, 2008

G. PREPARING AN APPLICATION

Part IV - Forms includes an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

The following components are required for a complete application:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certification of Assurance of Compliance;
- Signature Authorization and Instructions;
- Project Narrative;
- Budget Narrative and the Project Budget (OES A303a-c);
- Application Appendix (refer to Part II, C.).

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**HIGH TECHNOLOGY THEFT APPREHENSION AND PROSECUTION PROGRAM
IDENTITY THEFT UNITS
REQUEST FOR APPLICATION**

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in *Recipient Handbook, Appendices, and Forms* ([FORMS](#)) and plain 8½" x 11" white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the OES pre-formatted pages.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

A. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address that problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

1. Problem Statement

The problem statement was identified in the previous year of funding application. The problem statement can be summarized in one to two sentences. If necessary, update the target area, populations, and/or crime statistics.

2. Plan and Implementation

Plan: The plan was presented in the previous year funding application. The applicant shall carryover the goals, objectives, and activities from last year's plan and through the objectives and activities as listed below.

Implementation: The applicant's ability to implement the plan was presented in the previous year of funding. No additional information is required with this application.

(Limit to 2 pages per objective)

This section of the application describes the goals for each component of the HTTAP Program. Under each objective, describe the activities that will be implemented by the project and predicted results that will be achieved during the 12-month grant award period. Projects funded under this program must implement objectives 1 through 5 at a minimum. Objectives and activities implemented for this grant award period must be comprehensive, measurable, and realistic.

Objective #1: To investigate, apprehend, and prosecute criminal organizations, networks, and groups of individuals engaged in identity theft violations to include, but not limited to, Penal Code §470a, 470b, 472, 475, 476, 484e, 484f, 484g, 484i, 529 subdivision 3, 529a, 529.5, 530, 530.5, 532, 532a, and 532.2. Investigations may require coordination between regional identity theft units and local, state, federal, and international law enforcement agencies.

- Activities: (List activities in narrative or bullet format)
- Projected Goals: (List projected goal results in narrative or bullet format)

Objective #2: To train prosecutors, law enforcement officers, and investigators within the regional multi-county areas covered by each identity theft unit via POST developed and certified curricula. Training may be directed at other California law enforcement officers, investigators, or local prosecutors for the identification and subsequent handling of suspected identity theft crimes.

- Activities: (List activities in narrative or bullet format)
- Projected Goals: (List projected goal results in narrative or bullet format)

Objective #3: To conduct training of public and private individuals, groups, and businesses external to the identity theft unit personnel. Providing public awareness and education toward the purpose of identifying potential identity theft threats and ways to avoid becoming a victim through external training, presentations, or media.

- Activities: (List activities in narrative or bullet format)
- Projected Goals: (List projected goal results in narrative or bullet format)

Objective #4: To receive advice, recommendations, and strategic input from the local steering committee established by the task force/identity theft unit. The steering committee shall, at a minimum, meet quarterly to review identity theft unit activities, and provide advice and direction for identity theft unit consideration.

- Activities: (List activities in narrative or bullet format)
- Projected Goals: (List projected goal results in narrative or bullet format)

Objective #5: To utilize and provide intelligence information for the state-wide High Tech Crime Intelligence Database to aid in developing and distributing intelligence information to participating agencies. Information will be entered into the statewide database on an ongoing basis, at a minimum, weekly.

- Activities: (List activities in narrative or bullet format)
- Projected Goals: (List projected goal results for each specific category in narrative or bullet format)

The applicant has the **option** of addressing the following additional objective:

Objective #6: To act as a regional clearinghouse for law enforcement and for victims.

- Activities: (List activities in narrative or bullet format)
- Projected Goals: (List projected goal results for each specific category in narrative or bullet format)

B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. The applicant may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at www.oes.ca.gov. Select "*Recipient Handbook, Appendices, and Forms*" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1-subsection B of this RFA should you have additional budget questions.

1. Budget Narrative

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application in front of the budget pages. In the narrative describe:

- How the applicant's proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment. This does not take the place of the brief justification required in the line item budget.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and unusual expenditures.
- Mid-year salary range adjustments.

2. **Specific Budget Categories**

There is an Excel Workbook in *Recipient Handbook, Appendices and Forms* ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

a. **Personal Services – Salaries/Employee Benefits (OES A303a):**

1) **Salaries**

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) the Operational Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

2) **Benefits**

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses (OES A303b):

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise these fall under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

Note: All categories are required to have line item detail (e.g., travel must reflect conferences and fees associated, transportation costs, overnight accommodations at State Rate, Per Diem, and Out-of-State Requests).

OES recognizes that training for the HTTAP is limited and therefore, Out-of-State Travel (OTS) is an allowable expenditure and requires prior approval from OES. Please note that applicants may include a projected budget line item, which will be followed by an OES Form 700 once training and/or OST is identified.

All applicants must budget for a minimum of one OES-sponsored training session during the grant year. **A minimum of two project staff from each participating agency must attend each training conference.** One of the project staff must be the financial officer, or his/her designee, listed on the Grant Award Face Sheet.

c. Equipment (OES A303c):

The purchase of automobiles is an allowable expense under the High Technology Theft Apprehension and Prosecution Program (HTTAP).

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

C. **APPLICATION APPENDIX**

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

The Application Appendix must include a **current organizational chart** with all positions funded by the project, including supervisors as appropriate. It must show the relationships between the governing body, the organization, the project, project staff, project volunteers and the lines of supervision. Job titles on the organizational chart must match those in the Budget.

- Operational Agreements: *OAs must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed grant period.* This document must demonstrate a formal system of networking and coordination with other agencies and the applicant. A sample OA is provided in *Recipient Handbook, Appendices, and Forms* ([FORMS](#)).
- Project Contact Information
- Project Summary
- Additional Signature Authorization
- Out of State Travel Request, OES 700
- Computer and Automated Systems Purchase Justification Guidelines
- Noncompetitive Bid Justification – Contracts for Good checklist; and
- Noncompetitive Bid Justification – Contracts for Services

**HIGH TECHNOLOGY THEFT APPREHENSION AND PROSECUTION PROGRAM IDENTITY THEFT
UNITS
REQUEST FOR APPLICATION**

PART III – ADDITIONAL INFORMATION

The applicant is strongly encouraged to review the following sections in preparing the application.

- A. Finalizing the Grant Award Agreement
- B. Administrative Requirements
- C. Budget Policy
- D. Glossary of Terms

A. FINALIZING THE GRANT AWARD AGREEMENT

1. Standard Project Funding Authority

Allocation of funds is contingent on the enactment of the State Budget. OES does not have the authority to disburse funds until the budget is passed and the Grant Award Agreement is fully executed. Expenditures incurred prior to authorization are made at the project's own risk and may be disallowed. When the executed grant is received, and the State Budget is finalized, authorized expenditure reports may be submitted for reimbursement of expenditures incurred subsequent to the effective date of the grant award agreement.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, OES may immediately terminate or reduce the grant award by written notice to the recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the recipient to the extent state or federal funds are available for payment of such costs.

OES Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Grant Award Agreement.

2. Grant Award Conditions

OES may add one or more grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, they will be discussed with the applicant and a copy of the conditions will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or other requirements deemed necessary by OES.

3. Grant Award Agreements

A copy of the executed Grant Award Agreement and pertinent attachments will be sent to the Project Director. The recipient is not authorized to incur costs against the grant until a copy of the fully executed Grant Award Agreement is received. When the executed grant is received and the State Budget is finalized, the Report of Expenditures and Request for Funds (OES 201) may be submitted for reimbursement.

4. Grant Award Amounts

When the amount of funds available is limited, OES may reduce the amount of the grant award from the amount requested by the applicant. In addition, OES reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions is required, OES will notify the applicant prior to executing the Grant Award Agreement.

B. ADMINISTRATIVE REQUIREMENTS

The Recipient Handbook (RH)

The *Recipient Handbook* is accessible on the OES Internet website at www.oes.ca.gov by selecting "*Recipient Handbook, Appendices and Forms*." The *Recipient Handbook* contains administrative information and requirements necessary to implement the project.

Recipients must administer their grants in accordance with the *Recipient Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the grant award.

The information below may be cross referenced with the *Recipient Handbook* (RH) by referencing the handbook section number.

1. Internet Access (RH 11500)

Funded projects are required to maintain Internet access with an established e-mail address. Grant funds may be used for this purpose unless specifically prohibited by the terms of the program.

2. Progress Reports and Data Collection (RH 10100)

Funded projects are required to participate in data collection and to submit progress reports required by the program. Projects are required to keep accurate records to document the information reported in the progress reports. The records must be kept by the project for a period of three years. During site/monitoring visits, OES will review these records for accuracy and compare them with the reported data submitted on the progress reports.

3. Monthly/Quarterly Report of Expenditures and Request for Funds (OES 201) (RH 6300)

Community-based organizations shall submit a monthly Report of Expenditures and Request for Funds (OES 201) unless they request a quarterly reporting period. Government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in

submitting the form OES 201 will result in the withholding of funds and may result in the recommendation to OES' Executive Director for termination of the grant award.

4. Technical Assistance/Site Visits (RH 10300)

Funding projects are assigned an OES program specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award Agreement. Program specialists are available to assist the project in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. New projects should expect a site visit from the assigned program specialist within the first six months of the grant period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance.

5. Monitoring Requirements (RH 10400)

A monitoring visit is an onsite assessment by OES staff to determine if the project is in compliance with the terms of the program, the Grant Award Agreement, the Program Guidelines, the RFA/RFP, and the *Recipient Handbook*. Projects will be monitored on a random or as-needed basis.

6. Bonding Requirements (RH 2160)

Private community-based organizations (CBO) and American Indian organizations are required to obtain and send to OES a notarized copy of a blanket fidelity bond or equivalent insurance contract applicable to officials and employees of OES-funded projects within 60 days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the "State of California, Governor's Office of Emergency Services" and include the Grant Award number for identification purposes.

The time period covered by the bond must include the effective date and time period of the grant, including extensions. The bond must be in an amount equal to 50 percent (50%) of the total grant award and may have a deductible in an amount not to exceed one percent (1%) of the bond.

A bond is not required of a recipient sponsored by units of government. CBOs sponsored by units of government may submit documentation indicating this in lieu of the bond or insurance contract, unless specifically required terms of the program or grant award conditions.

7. Audit Requirements (RH 8100)

Recipients must arrange for an independent audit of the grant award and may budget a portion of the audit costs. Instructions for budgeting funds for audit costs are outlined in the *RH* Section 2234.

8. Copyrights, Rights in Data, and Patents (RH 5300)

OES owns rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, material produced by activities supported

by a Grant Award Agreement. These ownership rights are detailed in the *Recipient Handbook*.

9. **Source Documentation (RH 10111)**

Recipients are required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements as pertaining to the objectives outlined in the Grant Award Agreement. Recipients are to retain source documentation for progress reports on a quarterly basis regardless of submission requirements. Requirements and definitions for program specific source documentation are delineated in the terms of the program. Recipients will be required to have written job descriptions on file for positions funded by OES detailing specific grant-related activities to achieve project objectives.

C. **BUDGET POLICY**

This document summarizes information on OES Budget Policy contained in the *Recipient Handbook*. Additional information may be obtained by accessing the *Recipient Handbook* at www.oes.ca.gov by selecting "*Recipient Handbook, Appendices and Forms*."

1. **Supplanting Prohibited (RH 1313)**

Grant funds must be used to supplement existing funds for program activities and ***not replace*** funds appropriated for the same purpose. A written certification must be provided to OES indicating the grant funds will not be used to supplant existing funds. Supplanting will be the subject of application review, post-award monitoring, and audit. The rules on supplanting are found in Section 1313 of the *Recipient Handbook*.

2. **Project Income (RH 6610)**

Project income such as client fees and fees for services provided by the project (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money, must be used to offset or augment the grant unless otherwise specified in the RFA instructions. Project income cannot be used as matching funds unless otherwise specified in the RFA instructions.

3. **Contract and Procurement (RH 3400)**

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored. Noncompetitive bid request approval by OES program staff is required prior to the purchase of equipment in excess of \$5,000, or to hire a specific consultant charging over \$5,000. Local units of government may use their approved procurement policy except for contracts over \$50,000, which requires prior OES approval. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the project budget, a noncompetitive bid request will be required. OES will provide assistance in submitting a noncompetitive bid request if OES determines it is in the best interest of the project. These procedures do not apply to funds shared with participating agencies under the terms of an Operational Agreement (see Section 4500, *Recipient Handbook*).

4. Match Policies (RH 6500)

The RFA Instructions (Part II) may specify a cash or in-kind match. When used to augment the project, expenditures for items such as Personal Services, Operating Expenses, or Equipment are considered match if not in violation of the prohibition on supplanting. Match specified in the budget will become part of the grant award. (Specific instructions for calculating the match are provided in Sections 6550 – 6550.2 of the *Recipient Handbook*.)

5. Travel Policies

The following is OES' current travel policy:

a. Selection of Travel Policy (RH 2236)

The applicant may prepare the budget using its own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

1) Units of Government

Units of government may use their own written travel policy or the state policy.

2) Community-Based Organizations (CBO)

A community-based organization may use the state travel policy or the applicant's written policy up to the maximum rates allowed by the state travel policy.

b. State Travel Policy (RH 2236.2)

Use the following state travel policy for budgeting travel expenses:

1) Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel must be submitted for OES approval.

2) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 48.5 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the application.

3) Meals and Incidentals

a) Breakfast \$6.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

b) Lunch \$10.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$18.00

Dinner may be claimed if the trip begins at or before 4:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals \$6.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total Per Diem

Total is \$40.00 for a 24-hour period.

4) Lodging

The maximum allowed lodging rate is \$84.00, plus applicable taxes (except as noted below). Lodging receipts are required for reimbursement.

5) Special Lodging Rates

The maximum allowed lodging rate in Los Angeles and San Diego counties is \$110, plus applicable taxes. The maximum for Alameda, San Francisco, San Mateo, and Santa Clara counties is \$140, plus applicable taxes.

6) Other

Taxi, airport shuttle, etc. which exceed \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

6. Participating Staff

The term “participating staff” refers to salaried employees of a participating agency assigned to work with the recipient on the implementation of project. The agreement between the recipient and the participating agency concerning participating staff must be reflected in the OA. Grant related costs associated with participating staff must be itemized in the operating expenses category of the grant budgets.

7. Consultant Services (RH 3710)

Consultant services are provided on a contractual basis by individuals or organizations not direct employees of the applicant (see *Personal Services – Salaries*). Independent contractors must not be used in lieu of employees. Independent contractors are defined as individuals or organizations meeting some or all of the following criteria:

- produce a specific product or service;

- work independently without direct supervision from the applicant;
- work on specific projects;
- provide services for a limited number of hours or period of time; and/or,
- have no agency management or oversight responsibilities directed toward the financial success or direction of the agency.

a. Rates

The maximum rate for independent contractors is \$250 per hour (excluding travel and subsistence costs). A request for compensation for over \$250 per hour requires **prior approval** and additional justification.

1) Independent Contractors Employed by State and Local Government

Compensation for independent contractors will be allowed when the unit of government can not provide services without this cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. Expert Witness Fees (RH 3710.2)

Projects, which routinely utilize “expert witnesses” as independent contractors to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the project may only be charged for costs above what the jurisdiction is required to cover. The maximum allowable rate for witness fees is \$250 per hour up to \$2,000 per day. The total amount budgeted for expert witness fees must not exceed ten percent (10%) of the project’s total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- qualifications, training, and experience of the expert(s). Include a statement regarding recognition by the court of the individual as an expert;
- specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), Medical Doctor (MD)];
- rate of pay per hour, including documentation of a survey of the availability of similar consultants, the current “going rate,” and the proposed rate of pay with a cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony);
- proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation);
- justification for why this cost cannot be paid with county funds (attach the justification to OES A303b).

8. Facility Rental (RH 2232)

Up to \$21 per square foot annually (\$1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the application.

a. Rental Space for Training and Counseling Rooms

Rental space for training and individual and/or group counseling rooms may also be charged to the grant providing the charge is based on actual costs and not reimbursed by other source.

9. Rented or Leased Equipment (RH 2233)

An explanation and cost analysis is required when equipment rented or leased. This analysis must demonstrate it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by OES prior to the execution of a rental or lease agreement.

10. Indirect Costs/Administrative Overhead (RH 2220)

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. Flat rates not exceeding ten percent (10%) of personnel salaries (excluding benefits and overtime) or five percent (5%) of total direct project costs (excluding equipment) may be budgeted by the applicant for indirect costs if allowable by the funding source.

11. Audits (RH 8150)

OES projects expending \$25,000 or more of OES grant awards are required to complete and audit. The project may budget for the cost of obtaining a financial audit. Allowable audit costs are as follows:

- if the total amount of the grant is less than or equal to \$150,000, the project may budget up to \$2,000 for the financial audit cost; or
- if the total amount of the grant is greater than \$150,000, the project may budget up to one and a half percent (1.5%) of the total grant for financial audit costs.

12. Equipment (RH 2300)

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (including tax, installation and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers should be one line item, not three).

a. Allowable Expenses

Equipment may be budgeted if it is essential to the implementation of the project and to be used solely for project activities. Grant funds may not be used to reimburse the project for equipment already purchased.

Rented or leased equipment must be budgeted as an Operating Expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness. Prior approval by OES is required.

b. Computers (RH 2340)

1) Community-Based Organization (RH 2242.1)

Community-based organization may budget up to \$25,000 in computer equipment, software, and related costs. OES will evaluate the proposed purchase on the basis of grant-related need. Prior approval by OES is required. The Recipient will be sent instructions for preparing the justification.

2) Units of Government (RH 2342.2)

Units of government may budget for computer equipment, software, and related costs. OES will evaluate the proposed purchase on the basis of grant-related need. OES must give approval prior to purchase. If federal grant funds totaling in excess of \$100,000 are used for automated data processing purchases, prior federal approval is also required. The Recipient will be sent instructions for preparing the justification.

3) Computer Purchase Justification (RH 2341)

Approval for purchases of computers and automated equipment is contingent on the applicant's ability to demonstrate cost-effective, project-related need which is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. The Recipient will be sent instructions for preparing the justification.

c. Automobiles (RH 2331)

Automobiles are not allowable items unless permitted by the terms of the program. If an automobile is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The justification must describe the need for the automobile, including the size of service area, the need to provide direct service away from the office, and the reason why the agency will not allow personal automobiles usage during work hours. A cost analysis for automobile purchase as compared to other options including lease and personal automobile use and mileage, must be done and kept on file for review by OES's program staff during a site visit, monitoring visit, and/or audit.

13. Prohibited Expense Items (RH 2240)

a. Lobbying (RH 2242)

Refer to RH 2242.1 for an extensive list of prohibited activities.

b. Fundraising (RH 2243)

OES grant funds cannot be used for organized fundraising including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

c. Real Property and Improvements (RH 2244)

Real property including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless authorized in the RFA instructions.

d. Interest (RH 2245)

The cost of interest payments is not an allowable expenditure unless the cost is a result of a lease/purchase agreement.

e. Food and Beverages (RH 2246)

The cost of food and/or beverages at grant-sponsored conferences, meetings, or office functions is not an allowable expenditure.

f. Weapons and Ammunition (RH 2247)

The cost of weapons and/or ammunition of any type are not an allowable expenditures unless they are part of a governmental negotiated benefit package or are specifically authorized in the RFA instructions.

g. Membership Dues (RH 2248)

The cost of membership dues for the licensing or credentialing of professional personnel is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

h. Professional License (RH 2248)

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFA instructions.

i. Annual Professional Dues or Fees (RH 2248)

The cost of professional dues or fees are not allowable expenditures unless it is part of a governmental negotiated benefit package or are specifically authorized in the RFA instructions.

j. Charges, Fees and Penalties (RH 2245)

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

k. Depreciation (RH 2249)

Equipment costs may not include additional costs calculated for depreciation.

GLOSSARY OF TERMS

Term	Definition
Activity	The specific steps or action a project takes to achieve a measurable objective.
Application	Once selected for funding, the original proposal and additional forms as required by OES becomes the application. This application, once signed by the OES director or designee and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement.
Community-Based Organization (CBO)	A documented, tax exempt, nonprofit, public benefit corporation serving the community. This term is used synonymously with nonprofit organization.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan analyzing the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender.
EEOP Guidelines	Extensive description of state and federal civil rights requirements and what constitutes an EEOP (samples, forms, etc.). The document was prepared to assist recipients in ensuring nondiscrimination and in the development, implementation, and/or improvement of their EEOP for compliance with the law.
Grant Award/Grant Award Agreement	The signed agreement between OES and the local government agency or organization authorized to accept grant funding.
Grant Award Forms	The forms needed to prepare an application or proposal. They may be accessed on the OES website under " <i>Recipient Handbook, Appendices and Forms</i> " (FORMS)
Grant Funding Cycle	The number of years a program may be funded without soliciting a new competitive Request for Proposal. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the Request for Proposal (RFP) or the Request for Application (RFA) which the project narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (OES A301).
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).
Noncompetitive Bid Contract	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. (Contracts sometimes include goods as well as services, and this definition will also apply to those circumstances.)
Nonprofit Organization	A documented, tax exempt, nonprofit, public benefit corporation serving the community. The term is used synonymously with CBO.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.

Term	Definition
Operational Agreement (OA)	A formal agreement between two agencies which specifies the responsibilities of each agency in implementing the project, including the transfer of grant funds when appropriate. This includes MOUs, Letters of Intent, etc.
Participating Agency	An organization that receives grant funds through an Operational Agreement to participate in achieving the goals of a project. The participating agency must be a unit of government or a community-based organization.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of law enforcement or victim services and supported by an appropriation from state or federal funding sources.
Program Guidelines	The instructions concerning the programmatic and administrative requirements unique to a particular OES grant-funded program.
Project	The implementation of a program's goals and objectives by a funded state or local government agency or CBO.
Proposal	The packet of information and forms required by the RFP and submitted to OES which specifies the priorities, strategies and objectives of the applicant.
Recipient	The agency or organization designated on the Grant Award Face Sheet which receives the grant funds and who will be responsible for accomplishing the planned objectives and program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau).
Recipient Handbook	This handbook outlines the administrative and fiscal terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these conditions. The <i>Recipient Handbook</i> is accessible on the OES website at www.oes.ca.gov by selecting "Recipient Handbook, Appendices, and Forms."
Request for Application (RFA)	The RFA is a packet of instructions and forms issued by OES to obtain applications from applicants through a noncompetitive process.
Request for Proposal (RFP)	The RFP is a packet of instructions and forms issued by OES to solicit competitive proposals in order to select projects for funding.
Supplanting	Supplanting is the deliberate reduction of federal, state, or local funds due to the existence of OES funds thereby reducing the total amount available for the stated purpose.
Terms of the Program	The applicable Program Guidelines, application requests [Request for Proposal (RFP)/Request for Application (RFA)], grant award agreement, OES policy statements, and applicable statutes. In the event the terms of the program are inconsistent with the provisions of this handbook, the terms of the program shall be interpreted and construed as superseding the provisions of this handbook.